

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

BOOKSTORE/MUSEUM GIFT SHOP ASSISTANT MANAGER

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions which function as Bookstore/Museum Gift Shop Assistant Managers. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions located at a University of Wisconsin campus, the State Historical Society, or the Department of Veterans Affairs which are responsible for assisting in the management of a department within a bookstore or a museum gift shop and positions at UW Colleges which manage small bookstores. Positions must meet the statutory definition of management, as defined in s. 111.81(13), Wis. Stats.

B. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of management, as defined in s. 111.81(13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not assist in the management of a bookstore or museum gift shop for a majority of the time, or positions which do not manage a UW College bookstore for a majority of the time.
3. Positions which manage a large bookstore or museum gift shop for a majority of the time and are more appropriately classified as Bookstore/Museum Gift Shop Manager.

5. A position located at the University of Wisconsin-Eau Claire which is responsible for the university bookstore, instructional resource rental department, and blue/gold card office, and is more appropriately classified as Retail Operations Manager-UW Eau Claire.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination

II. DEFINITION

BOOKSTORE/MUSEUM GIFT SHOP ASSISTANT MANAGER

This is professional work related to the management of a bookstore or museum gift shop.

Large bookstores: Positions allocated to this classification assist the manager of the bookstore or museum gift shop and perform any combination of the following duties: merchandise and purchase general reading materials, gift items, notions, and supplies; develop the correct product mix; monitor budgets and inventories; and procure new and used course books. Positions may direct the work of students or other limited-term employees, and/or volunteers. Work is performed under general supervision.

Small bookstores: Positions allocated to this classification manage smaller bookstores located on UW Colleges campuses statewide. Positions manage a UW College bookstore and perform any combination of the following duties: merchandise and purchase general reading materials, gift items, notions, and supplies; develop the correct product mix; monitor budgets and inventories; and procure new and used course books. Positions may direct the work of students or other limited-term employees, and/or volunteers. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions which assist in the management of a bookstore or museum gift shop. This classification replaces the Bookstore/Museum Gift Shop Manager 1 classification. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications. This classification was modified November 14, 2004, and announced in OSER-0055-MRS/SC to provide an allocation for employees managing smaller bookstores at UW College campuses.